

Approval Status Tracking Sheet

Capital Projects

Project Name	Project Code	Department	Initiation Date	Requested By	Step	Approver	Status	Date Approved	Remarks
Expansion of Line 4	CP-2024-005	Production	2024-04-15	A. Mehra	Initial Review	Project Office	Approved	2024-04-18	
Expansion of Line 4	CP-2024-005	Production	2024-04-15	A. Mehra	Finance Review	Finance Manager	Pending	-	Awaiting budget justification
Refurbish Lab Facility	CP-2024-012	R&D	2024-05-12	P. Sinha	Initial Review	Project Office	Approved	2024-05-14	
Refurbish Lab Facility	CP-2024-012	R&D	2024-05-12	P. Sinha	Finance Review	Finance Manager	Approved	2024-05-17	
Refurbish Lab Facility	CP-2024-012	R&D	2024-05-12	P. Sinha	Final Approval	Director	Pending	-	
Solar Power Upgrade	CP-2024-017	Utilities	2024-06-01	M. Rao	Initial Review	Project Office	Under Review	-	

Important Notes

- Update the tracking sheet promptly after every approval or decision stage.
- Ensure all steps and approvals are clearly documented for audit and compliance.
- Project codes must be unique for accurate tracking and reference.
- Remarks should capture reasons for pending status or special notes from approvers.
- This sheet should be reviewed periodically by the project management office.